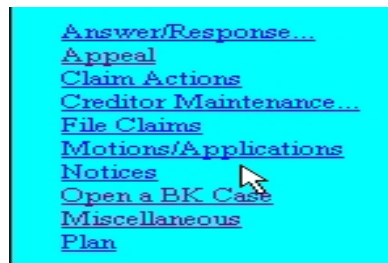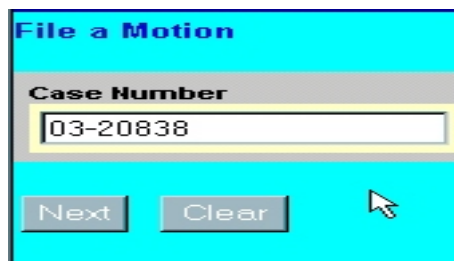**Avoid Lien on Household Goods**

STEP 1   Select **Bankruptcy** from the *Main Menu*, and then click on **Motions /
                Applications hypertext link.

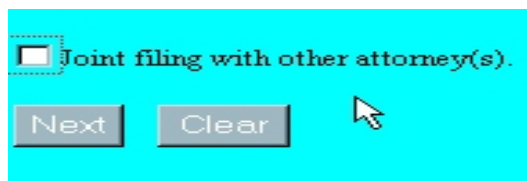**STEP 2**   The **Case Number** entry screen displays.

♦   **Case Number** - enter a case number in *YY-NNNNN* format.
♦   Click on the **Next** button

STEP 3   A list of the type of **motions/applications** displays.

♦   Using the up and down arrows to the right of the box, scroll through the options
         to highlight **Avoid Household Goods Lien**.
♦   Click on the **Next** button.

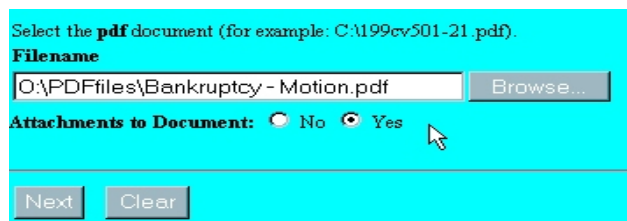**STEP 4**   The **Joint filing with other attorney(s)** prompt is displayed.

♦   Click in the **Joint filing with other attorney(s)** box to add any additional
           attorneys.
♦   Click on the **Next** button.

STEP 5   The **Select the Party** screen displays.

♦   Click on the debtor(s) name. If joint debtors, click on first name, hold down the
           Ctrl button and click on the next name.
♦   Click on the **Next** button.

STEP 6   The **Select the pdf document** screen displays.

♦   Type the path and file name in the blank box, or
♦   Click on the **Browse** button to navigate to the appropriate directory and file.
♦   Click on the **Yes** radio button to **attach the Proposed Order** and any additional
           documents, (e.g. an exhibit, appendix).
♦   Click on the **Next** button.

STEP 7   The **Select one or more attachments:** screen displays.

- ♦   Use the **Browse** button to navigate to the location of all necessary files.
- ♦   **Type** - click on the down arrow to select the type of attachment, if listed.
- ♦   **Description** - type in any additional description if needed.
- ♦   **Add to List** - click this button to add selected attachment to list. As documents are added to list, they will appear in the filename list box.
- ♦   Click on the **Next** button.

STEP 8   The **Lienholder, Notice of Motion and Certificate of Service** screen displays.
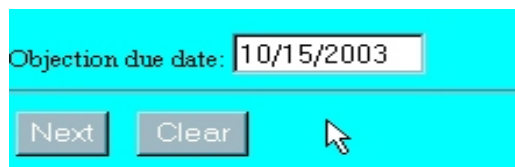

- ♦   Enter the name of the lienholder.
- ♦   Type a lowercase **'y'** if your document contains a Notice of Motion.
- ♦   Type a lowercase **'y'** if your document contains a Certificate of Service.
- ♦   Click on the **Next** button.

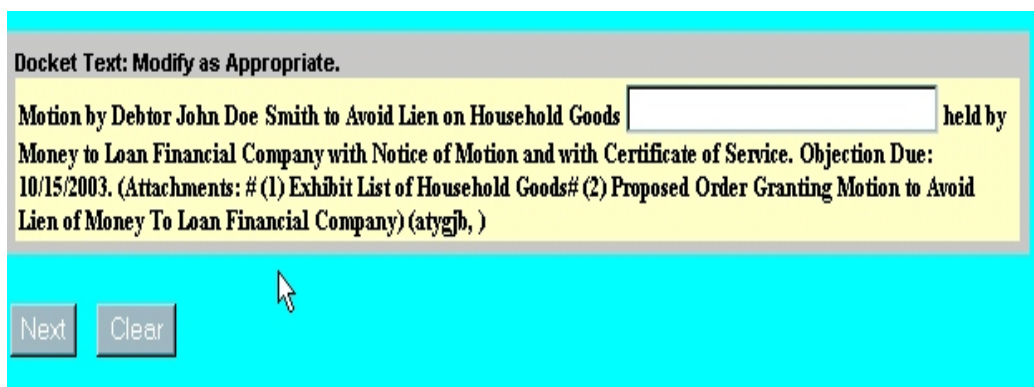**STEP 9**   An **Objection due date** screen displays.

♦   The objection date defaults to a 20-day notice.
♦   Click on the **Next** button.

STEP 10   The **Modify Text** screen displays to allow you to add more detail to the docket text.
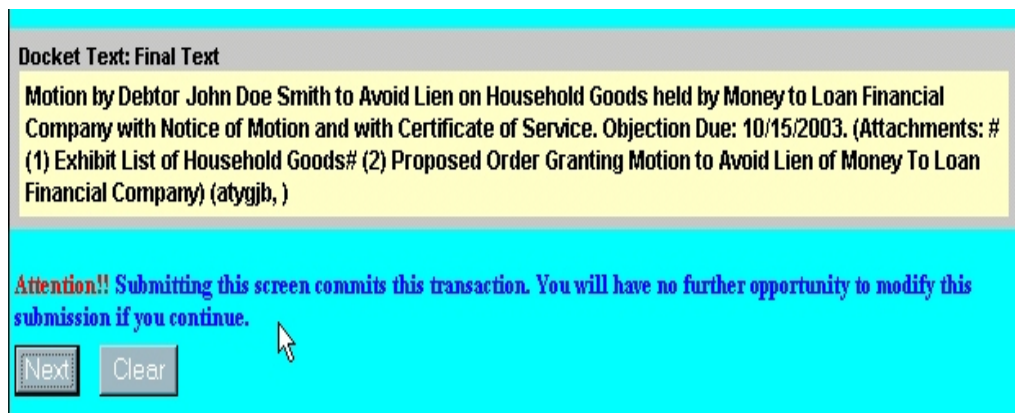

♦   Click on the **Next** button.

STEP 11   The **Docket Text: Final Text** screen displays. This is the **LAST** opportunity to verify the accuracy of the information. Submission of this screen is **final**.

♦ Verify the final docket text. If correct, click **Next**.

♦ If the final docket text is incorrect, click on your **Browser's Back** button to correct your entries or click on the **Bankruptcy** hyperlink on the *Menu Bar* to abort or restart your entry.

STEP 12   The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

Notice of Electronic Filing

The following transaction was received from atygjb, entered on 9/25/2003 at 2:17 PM EDT and filed on 9/25/2003
Case Name: John Doe Smith
Case Number: 2:03-bk-20838
Document Number: 2

Docket Text:
Motion by Debtor John Doe Smith to Avoid Lien on Household Goods held by Money to Loan Financial Company with Notice of Motion and with Certificate of Service. Objection Due: 10/15/2003. (Attachments: # (1) Exhibit List of Household Goods# (2) Proposed Order Granting Motion to Avoid Lien of Money To Loan Financial Company) (atygjb,)

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: O:\PDFfiles\Bankruptcy - Motion.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=1019576470 [Date=9/25/2003] [FileNumber=4753-0] [
e364ebd25d4a2892ba254ba16651e6bdb0770f22639739fb846af4b12d441ffacccfbd
66d4b06ef1189e20175e5df970776198b4cb8086e15714eebb64b4c21b]]
Document description: Exhibit List of Household Goods
Original filename: O:\PDFfiles\Bankruptcy - Exhibit.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=1019576470 [Date=9/25/2003] [FileNumber=4753-1] [
66968cffb1b5d921186b175154dd22b7024f86e24ad20151d319ef7a6ed6c1b5585fbc